

CORRESPONDENCE HANDBOOK

September 1967

Revised

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 STATINTL

CORRESPONDENCE HANDBOOK

PART I

PREPARATION  
OF  
MEMORANDUMS

CORRESPONDENCE HANDBOOK

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## CORRESPONDENCE HANDBOOK

### INTRODUCTION

#### A. PURPOSE

Uniformity is essential to effective records management practices and is basic to efficient correspondence administration. Uniformity prevents confusion and misunderstanding in the actual implementation of procedures and thus speeds production. Uniformity means easier and faster recall. It increases benefits through more effective personnel utilization. The purpose of this Handbook is to provide such uniformity in the preparation and handling of Agency memorandums and letters.

#### B. SCOPE

The Handbook covers only memorandums and letters of a common concern to all Agency components. Any special correspondence requirements are provided in various supplements. Regulations for these special types of correspondence are issued by the Agency component involved. Each Agency component is to establish intra-office procedures and correspondence control systems. Such a program is under the direction of the component Records Management Officer. All suggested changes and revisions to the Handbook should be referred for review and analysis to the Record Management Officer in the component and then to the CIA Records Administration Officer.

#### C. FORMAT

The material in this Handbook has been arranged in the order which it would be considered by the writer or typist. Each "Part" is followed by illustrations of the forms and formats described in the text. The Handbook is in loose leaf form to allow insertion of changes.

Preparation of Memorandums

Part I

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PREPARATION OF MEMORANDUMS

PART I

A. General

Memorandums are used for correspondence within agencies. The memorandum format may be used for corresponding with:

Agency components  
Other government agencies (if informality is appropriate)

B. Stationery

1. Use CIA LETTERHEAD (or CIA Letterhead—Office of the Director or Deputy Director) stationery when addressing government agencies if correspondence is to be in memorandum form.

2. Use PLAIN BOND when addressing the Director, Deputy Director of Central Intelligence, Executive Director, the Deputy Directors of each component, and is preferred in most Agency memorandums.

3. Use form 1132, MEMORANDUM OF CONVERSATION, to record conversations with officials outside the Agency whenever the Director or a Deputy Director is a participant or the conversation is of sufficient importance to be brought to their attention.

4. Use Form 1954 for MEMORANDUM FOR THE RECORD, to record important conversations, data, or events when the use of Form 1132 or other form of record is not appropriate.

5. Use Form 1831, SPEED LETTER, a three-part form, no carbon required paper for simplified informal communications within the Agency.

PART I

PREPARATION OF MEMORANDUMS

C. Copies Required

1. Copies should be kept to a minimum. The official record copy should be prepared on yellow tissue. Generally, preparation will be:

Original	--addressee
Tissue	--courtesy copies (as necessary)
Yellow Tissue	--yellow or official record copy
White Tissues for	--each information addressee, --coordinating officer(s) --(two if signer is DCI, DDCI, or DDS) --any additional copies as necessary for internal distribution

Blue or green tissues--chronological copy for originator

2. Copies that are made for intra-office use may be reproduced by fast copy machine process, but memorandums for forwarding outside the particular office must be prepared by typewriter, or on a "multilith" reproduction master. Memorandum reference may be reproduced or typed.

D. Margins

When using plain bond or Agency letterhead, set the left margin of the text flush with the word "SUBJECT". Allow at least one inch for the margin at the right side and at the bottom of the page. Margins on succeeding pages will correspond with those of the first page. Typing will begin ten or twelve lines from the top of the page.

E. Date

The date will be left blank when the memorandum is to be signed in another office, or when it is not to be signed the day it is typed. If the date is included, type it flush with the right margin about nine lines from the top of the page. The date may be either typed or stamped. It is expressed in the following sequence: day, month, and year--as 30 November 1969.

F. Preparation

1. When using letterhead or plain bond, the date is placed according to the length of the memorandum flush with the right margin, if it is to be entered. Five lines below the date line the headings MEMORANDUM FOR, THROUGH (as appropriate), ATTENTION (as appropriate), SUBJECT, and REFERENCE(s) are typed in caps, flush with the left margin. The addressee, the subject and the reference lines are typed in lower case with initial caps two lines apart. An example follows.

Preparation of Memorandums

Part I

Example:

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Logistics

SUBJECT : Request for Additional Space Headquarters

REFERENCES : (a) HR   dtd 1 Apr 62  
(b) HR   dtd 9 May 62

2. A memorandum may be prepared for multiple addressees. The use of multiple addressee memorandums is encouraged to minimize preparation of individual correspondence. ~~The addressees are listed following "MEMORANDUM FOR" or "TO".~~ Example:

MEMORANDUM FOR: Director of Finance  
Director of Personnel  
Director of Logistics

SUBJECT : Space Allocation for the Office of ~~Communications~~ *Training*

3. If there is not enough space for the names of the addressees, then type "see list below:" and list the addressees flush with left margin two spaces below the title of the signing official or the attachments. Example:

Official's Name  
Director of ~~Communications~~ *Training*

Addressees: *Finance*  
Director of ~~Security~~  
Director of Personnel  
Director of Logistics

4. If the list of multiple addressees is extensive and space at the end of the correspondence is limited, the listing may be made on a separate page properly identified.

5. The format for a speed letter is preprinted. The contents of this form may be typed or handwritten. It is used for informal, internal correspondence.

G. Body of Memorandum

1. Begin the body of a memorandum four lines below the subject line or reference line. Paragraphs are numbered and single spaced unless there is only one paragraph which is eight lines or less. If the memorandum is two or more paragraphs in length, primary paragraphs are numbered consecutively, with the Arabic numerals. Subparagraphs are identified



Part I

Preparation of Memorandums

alphabetically and numerically. The pattern for paragraphing <sup>and subparagraphs</sup> is as illustrated <sup>in Exhibit 6.</sup> follows:

1.  
a.  
    (1)  
        (a)  
            1.  
            a.

*add an Exhibit 6*



2. On a memorandum addressed to the Director, or the Deputy Director of the Agency components, the opening paragraph shall be worded clearly to indicate whether the memorandum is for information only, suggests action on the part of the addressee, or contains a recommendation for approval. The suggested action or recommendation may be included either in the opening paragraph or in subsequent paragraphs which must be specified.

3. When the memorandum contains a recommendation for approval, which requires action by an official other than the addressee, these words will be typed on the original and all copies below the signature:

The recommendation contained in paragraph \_\_\_ is approved.  
( Alline for the addressee's signature and a date line will be provided.)

4. Short quotations of less than two lines are run into the text, enclosed with quotation marks. Longer quotations are indented five spaces from the left and right margins; quotation marks are used.

*need not be used for indented quotations.*

H. Succeeding Pages

1. Plain stationery is always used. Succeeding pages are numbered with Arabic numerals, centered three-fourths inch from the bottom of the page.
2. Begin the body of the memorandum ten or twelve lines from the top of the page.
3. If the body of the memorandum is completed so near the bottom of the page that there is no room for the signature, at least two lines of the last paragraph are carried over to the last page with the signature.

I. The Command (or Authority) Line

The command line is used only when the individual signing the memorandum has been delegated the authority to do so for a higher official. The command line is typed in caps two lines below the last line of the text flush with the left margin, followed by a colon (e.g., FOR THE DIRECTOR OF (appropriate title).)

CENTRAL INTELLIGENCE

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**FOR OFFICIAL USE ONLY****PREPARATION OF Memoranda****PART I****J. Signature and Title**

The signer's name and title are typed five lines below the last line of the text or the command line. The name is typed in initial caps, except for ~~the Director~~. Two spaces to the right of the center of the page. The title is ~~centered or blocked~~ below and typed in initial caps only. The title may be placed on two lines to achieve the best appearance. Example:

(5 Spaces)

Joseph J. Joseph  
Chief, Appropriate  
Division or Staff

**K. Attachments**

Type "Att" flush with the left margin two spaces below the signature. If more than one attachment, use "Atts" preceded by the number. The attachment identification information will be listed immediately below the word "Att." Example:

2 Atts

Att 1: Salary Chart (2cys)

Att 2: Retirement Pamphlet (1cy)

**L. Separate Cover**

When material is to be sent under separate cover, type "Separate Cover" flush with the left margin two lines below the signature line. Beginning on the next line, list all items to be sent. Example:

3 Separate Cover

Att 1: Blueprints of Bldg. X (2cys)

Att 2: Contract for electrical changes (4cys)

Att 3: List of Equipment (1cy)

**M. Distribution of Copies**

1. When it is desirable to indicate to an addressee that other persons or agencies are to receive copies, type lower case "cc" flush with the left margin two lines below the last typed line. List the recipients. Example:

cc: The Secretary of State  
The Secretary of the Army

2. Type the distribution of the original and all copies only on copies to be retained in the Agency.

**FOR OFFICIAL USE ONLY**

**PART I**

**PREPARATION OF MEMORANDUMS**

g. Type the word, "Distribution," two lines below the last typed line of the memorandum, i.e., the signature, attachments, etc. Below, list the original and copies as:

**Distributions:**

Orig & 1 -- Addressee  
 1 -- OL - (yellow official record copy)  
 2 -- DDS  
 X -- as required

**h. Identification of Originator**

1. The identification shall consist of the symbol for the originating office, the writer's name, the typist's initials, and the date the memorandum was prepared. The identification is to be typed only on copies retained in the Agency, and to be flush with the left margin two spaces below the last typed line in the following manner:

OL - J. Joseph : te(2 Nov 1969)

2. When the originator feels some discussion may be necessary before the memorandum is signed, his telephone number may be shown immediately after the typist's initials separated by a diagonal (/2345).

**i. Defense Classification and Control Markings**

1. If the memorandum contains classified information, the proper defense classification will be stamped at the center top and bottom of each page.

2. Other indicators, such as Group 1, or warnings shall be stamped at the bottom of the first page of all copies.

**j. Concurrence**

When concurrences are needed, special concurrence lines will be provided. These will be shown by typing concurrence flush with the left margin four lines below the signature line. To the right of the concurrence signature, type a solid line for the date. Examples:

(5 lines)

Official's Name  
 Director of Security

(4 lines)

**CONCURRENCE:**

Director of Personnel

(5 lines)

Date

Director of Logistics

(5 lines)

Date

Preparation of Memorandums

Part I

Q. Coordination

1. The originator of a memorandum will determine the extent of coordination required, consistent with geographic, operational, and support considerations.

2. Coordinating officers, within their spheres of responsibility, will determine whether a memorandum is consistent with approved plans, policies, and procedures. Coordinators will sign the (yellow) official record copy.

R. Release

When established by internal component or other Agency requirements, release of correspondence will be accomplished as a form of coordination. Release generally implies approval of the contents of the memorandum by an authority having primary jurisdiction over the subject concerned. To indicate release to the signer the originator should initial the (yellow) official record copy near the Identification line (see Para. N above). Other official release indications will be specified locally.

S. Memorandum of Conversation

When reporting conversations the Memorandum of Conversation, Form 1132 or a Memorandum for the Record, Form 1954 should be used. An original and one copy will be forwarded to the office of the Director. In addition, a three sentence summary will be prepared and forwarded to the Director's office immediately after important conversations or meetings.

Consult HR ☐ for use of memorandums; see EXHIBITS 3 and 4 for proper procedures in the preparation of these forms.

T. Staff Studies

The basic format for staff studies is:

- I. Statement of the Problem
- II. Background
- III. Discussion
- IV. Conclusions
- V. Recommendations

Part I

Preparation of Memorandums

U. Memorandum Processing

1. After a memorandum has been released, dated, and if necessary, reproduced by the appropriate office, it will be assembled in the following order and forwarded:

- a. Copies for the addressee
- b. Copies to be sent to information addressees
- c. (Yellow) official record copy
- d. Headquarters file copies

2. Attachments forwarded with the memorandum, either to the action addressee or to information addressees, should be firmly attached to the appropriate copy of the memorandum (see Correspondence Handbook, Part **V**, Assembling Memorandums for Forwarding).

Part 1

Preparation of Memorandums

EXHIBIT 1

2 March 1969

To: Director of Training  
Subject: Correspondence Training Manual

1. Recent discussions indicate that stenographers and typists find it difficult to determine when to use Letterhead or Plain Bond stationery in the preparation of memorandums.

2. Generally, informal correspondence may be prepared on either form of stationery. Below the Deputy Director level either form is proper. Letterhead stationery may be used for correspondence above that level and for informal communications to a counterpart in another agency. A check of Part I, Para. B, entitled "Stationery" will aid the typist in selecting the proper stationery. Also, the writer may express a preference for a particular type of stationery in certain instances.

3. It is anticipated that information and exhibits contained in this Handbook will meet the needs of most routine problems.

Official's Name  
CIA Records Administration Officer

2 Atts  
Att 1: Exhibit - 1  
Att 2: Correspondence Handbook

Distributions:  
Orig & 1 - Adm  
1 - C/SAS

(Do not type distribution on original and courtesy copies.)

Preparation of Memorandums

Part 1

EXHIBIT 2

CENTRAL INTELLIGENCE AGENCY  
Washington, D.C. 20505

(date signed)

MEMORANDUM FOR: Deputy Chief of Naval Operations, Air  
Department of the Navy

SUBJECT : Memorandum Format

1. This is an example of a memorandum addressed outside the Agency prepared for the signature of the director of a division or staff.

2. The typist will prepare an original and courtesy copy, if appropriate, on CIA Letterhead stationery for the addressee; a yellow tissue copy for the official record copy; and white tissues for any additional interested persons. The originator should determine the distribution of any extra copies.

3. Unless instructed otherwise, an unclassified memorandum may be enclosed in a plain envelope. If the correspondence is classified, indicate the complete address, the room number (on 2 separate envelopes), the inner envelope should contain the same classification as the document; then attach a courier receipt, Form 240. Remember also to include a document receipt, Form 615, if appropriate; do not seal the envelope(s).

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Signature  
Title

Distributions:

Orig & 1 - Addressee  
1 - official record copy  
X - as required

(Type distribution only on copies for CIA)

PART I

PREPARATION OF MEMORANDUMS

EXHIBIT 3

CENTRAL INTELLIGENCE AGENCY  
MEMORANDUM OF CONVERSATION

DATE: Actual date of  
conversation

SUBJECT: Enter the topic discussed. If more than one subject  
was covered, each should be listed.

PARTICIPANTS: Procedures concerning maintenance of source security  
apply in listing the participants.

COPIES TO: Need-to-Know principle must apply.

1. This is to be used in reporting conversations with individuals outside the Agency. The form need not be used if the conversation is made a part of the minutes of a meeting, reported in an intelligence information report, or is recorded in another form of memorandum.
2. If the Director or Deputy Director of Central Intelligence is a participant, the original and all copies are submitted to the Director for approval of the substance and the distribution. Each Memorandum of Conversation will go to the appropriate Chief or Deputy Chief of the Division or Staff concerned; submit the original copy only for approval of the substance and the distribution.
3. A three-sentence summary, when appropriate, should be prepared and dispatched to the addressees' office immediately after the meeting or conversation, particularly of those which may determine or affect policy or which should be brought to the attention of the Director.

form no 1132  
1 feb 57

(11-23-36)

ACTUAL SIZE - 8" x 10 1/2"

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PREPARATION OF MEMORANDUMS

PART I

EXHIBIT 3 CONT.

4. When a memorandum is longer than one page, use plain white bond for the succeeding pages. Begin numbering with the second page.

Signature  
Title

The recommendation contained in paragraph 4 is approved.

Richard Helms  
Director of Central Intelligence

Date

Distributions:

- Orig & 1 - Originator (DCI or DDCI when appropriate)
- 1 - OS/ (yellow official record copy)
- 2 - DDS
- 1 - as required

OS—J. Jones: te(date)

(Distribution shown on original and approval papers only.)

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## PREPARATION OF MEMORANDUMS

EXHIBIT 5

PART I

Secret (When filled in)		
SPEED LETTER	Reply Requested	
	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	Date Current date	letter No. OMIT
To : O/Log		From : Chief, Records Division
Attn : OL-Executive Officer		
<p>The Speed Letter can be used for informal correspondence within an office. <del>One</del> copy is retained by the originator; two go forward. If a reply is expected, the responder makes the reply on the lower half of the form. He keeps one copy for his file and sends the original back. When the original is received, the suspense copy may be destroyed.</p> <p style="text-align: right;"><u>J. B. Jones</u> signature</p>		
REPLY	date <u>Current date</u>	
<p>The message on this form may also be handwritten, which makes it convenient if a typist is not available.</p> <p style="text-align: right;"><u>A. R. Smith</u> signature</p>		
return to originator		
form 1831 5-61	SECRET	
responder's file		
form 1831 5-61	SECRET	
originator's suspense		
form 1831 5-61	SECRET	

Three-part/Actual size 8" x 10½"

CORRESPONDENCE HANDBOOK

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PART II  
PREPARATION  
OF  
LETTERS

Preparation of Letters

Part II

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**~~FOR OFFICIAL USE ONLY~~****PREPARATION OF LETTERS****PART II****A. General**

Letters are used for correspondence with addressees outside the government and for formal correspondence with officials of government agencies. The letter format will be used for correspondence addressed to:

- Other government agencies or their officials except where informality is appropriate.
- Private individuals and organizations.

**B. Stationery**

1. Agency letters are prepared on letterhead or plain bond paper. Three types of letterhead are available:
  - a. CIA Letterhead used for letters sent outside the Agency. (EXHIBIT 1)
  - b. CIA Letterhead (Office of the Director) for letters requiring signature of the Director. (EXHIBIT 2)
  - c. CIA Letterhead (Office of the Deputy Director) for letters requiring signature of Deputy Director or Executive Director-Comptroller. (EXHIBIT 3).
2. Copies to accompany the above originals will be prepared as follows:
  - a. Letterhead-tissues to correspond with the above for courtesy copies.
  - b. Plain "Letterex" tissue for extra copies.
  - c. Yellow "Letterex" tissue for official record copy.
  - d. Pink, blue, and green "Letterex" tissue for special or chrono file copies.

**C. Number of Copies**

Courtesy copies of letters will be prepared as follows:

- 1 Letterhead tissue — courtesy copy to accompany the original.
- 1 white tissue — information copy, if necessary.
- 1 yellow tissue — official record copy.
- 2 white tissues — if signing official is Director or his deputies.
- 1 white tissue — if additional copies are needed.

**D. Margins**

The finished letter should have a well-balanced appearance. Allow at least one inch for the left, right, and bottom margins.

**GUIDE FOR SIDE MARGINS**

Letter Length	Side Margins	Space for Text
SHORT, up to 8 lines	1½ to 2" (18 to 24 spaces)	5 to 4" (60 to 48 spaces)
MEDIUM, 8-20 lines	1-1½" (12 to 18 spaces)	6-5" (72-60 spaces)
LONG, 20 lines and up	1" (12 spaces)	6 inches (72 spaces)

**~~FOR OFFICIAL USE ONLY~~**

~~FOR OFFICIAL USE ONLY~~

**PART II**

**PREPARATION OF LETTERS**

**E. Date**

Letters will be dated when signed. When the date is to be included, type it two to six lines below the last line of the address in the letterhead, depending on the length of the letter. Type the date to end flush with the right margin. The date is expressed by day, month, and year without punctuation—15 February 1969

**F. Reference Lines**

1. If reference lines are needed, type "In reply refer to," in the upper right of the page, two spaces below the date line. Immediately below, type the reference symbol.

2. If the addressee's reference is to be included, type "Your reference" two spaces below the date line or two spaces below sender's reference. **Example:**

3 June 1969

In reply refer to:  
CS -M-65-493

Your reference:  
Per Mgt—A

**G. Address**

Type the address at the left margin, approximately 14 lines from the top of the page. See Part V on "Forms of Address" for proper titles, salutations, and complimentary close. Single space the address and arrange it in block style. No line of an address should be longer than four inches. When run over lines are required, indent two spaces from the left margin. Limit the address to four lines. **Example:**

Mr. John L. Rover  
Chairman, Geological Professional  
Association of the United States  
Billings, Montana (ZIP Code Number)

**H. Attention Line**

An "Attention" line should be avoided. When it is used, type "Attention" two lines below the address, block style.

**I. Salutation**

Place the salutation two lines below the address or the attention line when it is used. Type the salutation flush with the left margin followed by a colon. The salutation is directed to the addressee of the letter, not to the person named in the "Attention" line.

~~FOR OFFICIAL USE ONLY~~

~~FOR OFFICIAL USE ONLY~~

PREPARATION OF LETTERS

PART II

**J. Body of Letter**

1. Begin the body of the letter two lines below the salutation. Single space the body of the letter; double space between paragraphs. A letter of eight lines or less should be double spaced.

2. Paragraphs are indented five spaces but are not numbered. Each progressive subdivision of a paragraph is indented an additional five spaces.

3. A short quotation of less than two lines is run into the text enclosed by quotation marks.

4. A longer quotation is blocked five spaces from the left and right margins of the text. One terminal mark of punctuation is used with quotation marks. If several paragraphs are quoted, quotation marks are placed at the beginning of the first paragraph and at the conclusion of the quoted material with a single quotation mark at the beginning of each paragraph.

**K. Succeeding Pages**

1. Succeeding pages are numbered consecutively with Arabic numerals, centered one-half inch from the bottom of the page. *Numerals are typed without parentheses or dashes.*

At least two lines of a divided paragraph must be carried to the succeeding page. In no case will a word be divided between two pages.

2. If the body of the correspondence ends so near the bottom of a page that there is no room for the signature carry at least two lines over to the next page.

Type the succeeding pages 10 lines from the top of the page. The methods of identifying the second and succeeding pages of memoranda and letters, as described in paragraph K, 1, above, shall not be used in correspondence addressed to or prepared for the signature of the Director or Deputy Director of Central Intelligence.

**L. Complimentary Close**

Type the complimentary close two lines below the last paragraph beginning two spaces to the right of the center of the page. The complimentary close, "Sincerely," will be used on correspondence prepared for the signature of the Director.

**M. Signature and Title**

Center and type the name of the signer five lines below the complimentary close. Center the official's title immediately below his name. If a run-over line occurs in the title, indent the line two

~~FOR OFFICIAL USE ONLY~~



~~FOR OFFICIAL USE ONLY~~

**PART II**

**PREPARATION OF LETTERS**

spaces. The official's name and title are typed in initial caps.  
Example:

Sincerely,

\*Richard Helms  
Director

\*Director's name is typed in all caps on memorandums only.

**N. Enclosures**

1. If an enclosure is identified in the text, type the word, "Enclosure," flush with the left margin, two lines below the signer's title. If more than one enclosure, use plural form and number.

2. If an enclosure is not identified in the text, type "Enclosure" flush with the left margin, two lines below the signer's title. Immediately below, indent two spaces and list each enclosure by title or in as few words as needed to identify the material.

3. When material is to be sent under separate cover, type "Separate Cover" flush with the left margin, two lines below the signer's title or any "Enclosure" notation. List the material even though identified in the text, and send material to the mail room for forwarding under separate cover.

**O. Distribution**

When copies of a letter are sent to persons other than the addressee, indicate by typing "cc" flush with the left margin, two lines below the preceding notation. List the names, one below the other. The distribution of the original and all copies is shown separately under the word, "Distribution," only on copies retained in the Agency. Immediately below, list the original and copies. Example:

cc: Director, Bureau of the Budget  
District Government

**Distribution:**

Original & 1 — Addressee

1 — OS

2 — DDS

1 — OS (yellow official record copy)

x — as required

**P. Identification of Originating Office**

The official symbol of the originating office, the initials and last name of the originating officer, the initials of the typist, and the date of preparation will be typed at the left margin two lines below the last typed line of the distribution. These are typed on the carbons only. They never appear on the original and courtesy copy (or copies). Example:

OS :RHLehman:dd(date)

~~FOR OFFICIAL USE ONLY~~

~~FOR OFFICIAL USE ONLY~~PREPARATION OF LETTERSPART II**Q. Classification**

STATINTL

~~Defense classifications~~ control markings are stamped in accordance with current Agency security regulation HR

**R. Special Postal Service**

Instructions for mailing, such as AIRMAIL, SPECIAL DELIVERY, or REGISTERED, will be typed, in all caps, on the outer envelope two lines above and flush with the address. For example—AIRMAIL—SPECIAL DELIVERY.

**S. Typing Measurements**

Spacing, both horizontal and vertical, is often indicated in terms of inches. The following table converts inches into corresponding typing measurements:

Across the Page

<u>Inches</u>	<u>Typing Strokes (Approx.)</u>	
	<u>Pica</u>	<u>Elite</u>
1 . . . . .	10	12
1 1/4 . . . . .	13	15
1 1/2 . . . . .	15	18
1 3/4 . . . . .	18	21

Down the Page

<u>Inches</u>	<u>Approximate Typing Lines (Pica or elite)</u>
1/2 . . . . .	3
1 . . . . .	6
1 1/4 . . . . .	8
1 1/2 . . . . .	9
1 3/4 . . . . .	11
2 . . . . .	12
2 1/4 . . . . .	14

**T. The United States Government Business Letter**

Most other Government agencies have adopted the NOMA simplified style: block form, captions, and omitting the salutation and closing. A salutation and closing would be included in a "personalized letter." It is believed this style saves actual typing time with fewer indentations needed, fixed left margin, and simplified in design. (SEE EXHIBIT 10).

~~FOR OFFICIAL USE ONLY~~

~~FOR OFFICIAL USE ONLY~~

PART II

PREPARATION OF LETTERS

EXHIBIT 1

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

~~FOR OFFICIAL USE ONLY~~

~~FOR OFFICIAL USE ONLY~~

PREPARATION OF LETTERS

PART II

EXHIBIT 2



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

OFFICE OF THE DIRECTOR

~~FOR OFFICIAL USE ONLY~~

~~FOR OFFICIAL USE ONLY~~

PART II

PREPARATION OF LETTERS

EXHIBIT 3



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

OFFICE OF DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

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Preparation of Letters

Part II

**EXHIBIT 4**  
**Double Spaced Standard Letter**

1 January 1969

The Correspondence Association  
132 Main Street  
Boston, Massachusetts 02109

Attention: Mr. J. B. Jones

Gentlemen:

Here is an example of a one-paragraph letter of fewer than 10 lines. Side margins for letters of this length vary from  $1\frac{1}{2}$  inches to 2 inches; hence the lines may vary from 48 to 60 typing spaces. The body is double spaced. Other parts of this letter are single spaced, with double spaces between the lines.

Sincerely yours,

Charles R. Smith  
Director, Correspondence  
Manual Division

Enclosure:  
Selected United States Government  
Publications, 1959, No. 9

Part II

Preparation of Letters

**EXHIBIT 5**  
**Standard Letter Format**

5 March 1969

Miss Mary Smith  
National Resources Commission  
Washington, D.C. (zip code)

Dear Miss Smith:

This manual is a guide to standard practices in Agency correspondence. These practices, assembled by some of the Agency's best technicians, give Agency letters a uniform and distinctive character.

This Handbook is divided into several parts. The first helps you to prepare correspondence written from person to person. It contains information on memorandums. The second part deals with formal and informal letters. The rest of the Handbook is divided into sections dealing with the various kinds of Agency correspondence. With these different parts, this Handbook should answer most of your questions about format and style and should enable you to work more efficiently.

Please supplement the manual with any specific rules that apply to your job. Use it often. By using it, you will become a real partner of the writer, who depends on you to present his work in an acceptable style. Enjoy the assurance that your work is set up in proper style.

Sincerely yours,

John B. Jones  
Chief, Employee Relations

**Preparation of Letters**

**Part II**

**Exhibit 6 - Two-page Modified Block Style Letter**

**CENTRAL INTELLIGENCE AGENCY  
Washington, D.C. 20505**

**(dated when signed)**

Name of Company or Organization  
Street Address  
City, State, Zip number

Attention: Name

Gentlemen:

This is an example of a letter addressed to a company or an organization for the attention of an individual. If the letter is for the attention of a division or section of the organization, the name of the division or section is written in place of an individual's name. The attention line is inserted on the second line below the address and two lines above the salutation, if required.

Paragraphs are blocked. They are not numbered as in a memorandum. The first paragraph begins on the second line below the salutation. When there is a reason to break the paragraphs into subparagraphs, the units may be indented and numbered.

a. A paragraph is begun near the end of the page only if there is space for two or more lines on that page. A paragraph is continued on the following page only if two or more lines can be carried over to that page. Do not subdivide a word between pages.

b. Each progressive subdivision of a paragraph is indented an additional four spaces. The second and succeeding lines of all paragraphs, except long quoted passages, extend from the left to the right margin.

The complimentary close is usually "Sincerely yours". It begins to the right of center of the page, two lines below the last line of the body of the letter.

The typed name of the signing official is centered five lines below the complimentary close. The title and organizational element are centered under the name. If two lines are required for the title, the second line will be centered below the first.

After the original and outgoing copies of a letter are removed from the typewriter, necessary information is added to copies remaining in the



**Part II**

**Preparation of Letters**

**Exhibit 7 - Last Page of a Letter**

Agency. At the left margin may be a list of "cc" addressees. The last entry, except for a possible postscript, is the identification of the preparing office, the name of the writer, the initials of the typist, and the date of the typing. If the letter is rewritten, the same type of information is repeated after the word "Rewritten".

Sincerely yours,

John J. Smith  
Director, Management Office

Enclosures 2  
Correspondence Manual  
Tips on Typing

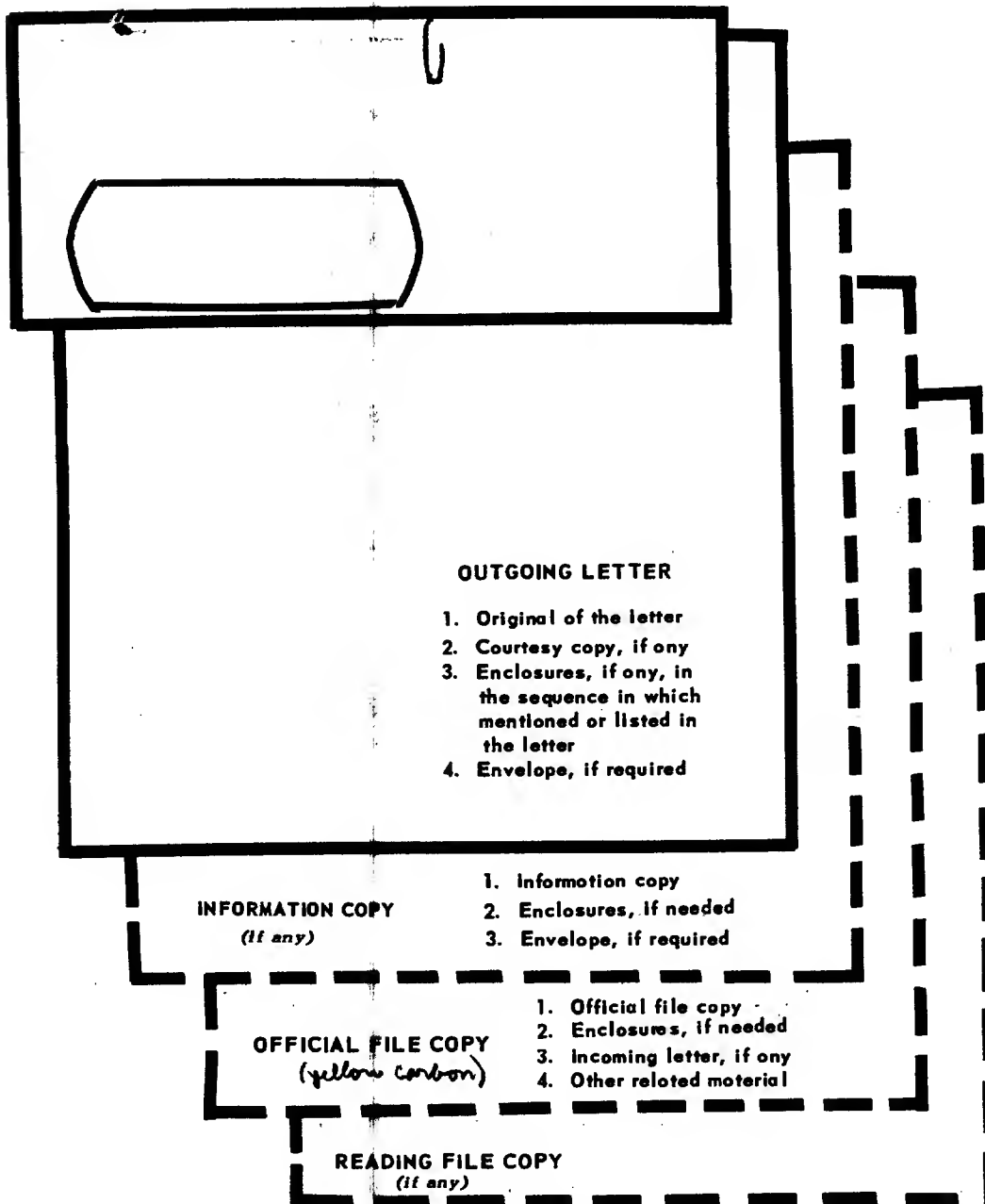
Separate cover:  
Correspondence Manual - 50 copies

cc: J. H. Jones  
Darrell Smith  
Richard Roe

Distribution: - (This part appears only on the official file copy.)  
Orig. - Addressee  
1 - Separate cover  
1 -- Signer  
1 - File (with basic)  
1 - For separate cover  
x - as required

DDX/MO:ABrown:tuv (1 June 67)

EXHIBIT 8



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cc:  
Official file - NMRW  
Reading file - NMR  
BRAR

M/R: Info re availability new pamphlet furnished by J. Roe,  
BRAR (Ext 5132).

NMRW:RJ Mann:pd 2-5-67  
Rewritten: NMR:LJ Smith:ap 2-7-67

Concurrences: DRAF \_\_\_\_\_ DFUP \_\_\_\_\_  
CROY \_\_\_\_\_

(15) (16) (17) (18)

Figure 3. Last Page of File Copies. (Each circled number indicates the paragraph in this chapter which gives instructions for preparing that particular part of file copies.)

#### 19. Assembly for signature

When the letter is ready for review and signature, arrange it and accompanying papers in the basic groups and order shown in figure 4 of this chapter. Fasten each group together with a staple or paper clip. Attach signature (initial) tabs, cover sheets, and special expediting tabs if any, used by your agency. The special expediting tab, when placed on a piece of correspondence, indicates to the receiving office that this correspondence should receive priority attention.

check → priority tag, form 160  
now used in all inclosures

PART II

PREPARATION OF LETTERS

EXHIBIT 9  
PARAGRAPHING DATA

INSTRUCTIONS FOR PARAGRAPHING

1. This exhibit illustrates the prescribed method of arranging, numbering and lettering paragraphs in any type of correspondence or report where such paragraphing is either necessary or desirable to facilitate reading and reference. When a telegram consists of more than one paragraph, the paragraphs must be numbered consecutively. As a general rule, the detailed subdivision of paragraphs in letters, simple memorandums, and other communications should be avoided. However, lengthy memorandums, complex reports, or similar documents may often be rendered more meaningful and easier to read by a logical subdivision of paragraphs.

a. Paragraphs are typed in modified block style. They are single-spaced, with double spaces between them.

(1) When a paragraph is subdivided it must have at least two subdivisions.

(a) When paragraphs are subdivided, numbered, and lettered, they are designated as follows: 1, a, (1), (a), 1, a, (1), (a). In telegrams capital letters should be used for any lettered paragraphs.

(b) Each progressive subdivision of a paragraph is indented an additional four spaces. The second and succeeding lines of paragraphs and all subdivisions extend from the left to the right margin, except in the case of long quoted passages that are usually indented in communications other than telegrams.

(c) When a paragraph is cited, the reference numbers and letters are written without spaces; for example, "paragraph 3a(2)(c)."

(2) A paragraph is begun near the end of a page only if there is space for two or more lines on that page. A paragraph is continued on the following page only if two or more lines can be carried over to that page.

b. Titles or paragraph headings may be used in lengthy communications to facilitate reading and reference use.

2. The arrangement described in this exhibit may be varied to meet special requirements, such as those for legal documents.

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PREPARATION OF LETTERS

PART II

EXHIBIT 10  
United States Government Business Letter

April 10, 1969

NMEW

Format for the Government Business Letter

Director, Administrative Services  
Federal Service Agency  
1023 Main  
St. Louis, Missouri 63103

This letter shows a new format for preparing letters throughout the United States Government. This format will expedite the preparation of correspondence and save effort, time, and materials.

The following features should please typists.

- a. Most elements are blocked along the left margin. This block style minimizes the use of the space bar, the tabulator set key, and the tabular bar.
- b. Salutations and complimentary closes are omitted in most letters. They may be included in letters to an individual where protocol or tradition dictates.
- c. The address is positioned for use in a window envelope, eliminating the need for typing the envelope.
- d. This Agency does not use the Government business letter format. Most other agencies, including State and Army, do use the blocked format. The modified block letter is used by this Agency at present.

John B. Smith  
Administrator of Correspondence

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Correspondence Handbook

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PART III

TOP SECRET

CORRESPONDENCE

Top Secret Correspondence

Part III

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Part III: Top Secret Correspondence

A. POLICY

Top Secret **(TS)** data must be safeguarded from the moment it is prepared. This rule applies to drafts, carbon copies, carbon paper, recordings, typewriter ribbons, etc., as well as the finished work. Within the Agency a Top Secret Control and Cover Sheet (Form 26) will be placed on the top of and attached to each TS document received or prepared. Complete a Cover and Control Sheet upon which is entered the TS Control number, the copy number, number of each page, and other identifying information. Attach the Form 26 to the top of each TS document. This form will remain with the document until it is downgraded, destroyed, or transmitted outside the Agency. All TS documents received by an office must be logged by the area TS Control Officer. An item of correspondence that is assigned a TS classification because it transmits a TS attachment should be marked "Downgraded to \_\_\_\_\_" when separated from the TS material, provided that the correspondence does not contain TS material.

B. FORMAT

The format for TS correspondence is generally the same as that prescribed in the preceeding chapters except as set forth below.

C. CONTROL IDENTIFICATION

1. The first page of the TS document will bear the TSC number and copy number in the lower right hand corner, about one inch from the bottom of the page.
2. If the document is in the draft stage this may be shown by adding a slash or dash and letter symbol to the TSC number as TSC 1234/A or 1234-A.
3. The final form of a TS document is identified by the TSC number only.
4. If the pages have been revised this is indicated by typing "Revision" and the date of the revision in the lower left corner of the page.

D. GROUP MARKINGS

Group markings (in accordance with HR ) will be stamped or typed to the right of the defense classification at the bottom of the first page.

STATINTL



Top Secret Correspondence

Part III

E. ENCLOSURES AND ATTACHMENTS

1. Enclosures which are classified Top Secret are identified on the accompanying document by TSC number and by copy number.

Example:

Enclosures:

1. CIA TSC No. 1234, copy No. 2
2. CIA TSC No. 1234/A, copy No. 6, Annex A and B

2. Each enclosure to a TS document will be identified on the first page or cover page in the lower right hand corner.

Example:

Enclosure No. \_\_\_\_\_ to CIA TSC No. \_\_\_\_\_.

3. If the attachment is a TS document type "Annex A" or other appropriate letter below the TSC number in the lower right corner of the first page or cover. On each page of the attachment type the word "Annex" followed by the appropriate letter.

F. DISTRIBUTION

The distribution of the original and copies of a TS document is shown on all copies retained in the Agency. To show the distribution follow the form shown in Part II, Para. 0.

G. TS CONTROL

After TS correspondence has been prepared all controls for TS material must be initiated. Consult your TS Control Officer for the proper procedure to be followed.

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~~CONFIDENTIAL~~

25X1

HANDBOOK

CORRESPONDENCE - GENERAL

NO. 

25X1

## g. Courier Receipt and Log Record, Form 240

All envelopes or packages containing material classified CONFIDENTIAL and above, and transmitted between buildings within or outside CIA, are customarily accounted for by Courier's Receipts. Receipts are prepared in an original and two copies. Copy one is inserted in window pocket or securely attached to envelope or package without window pocket. Copies 2 and 3 contain logging information for use by originator and recipient. When log data has been added to the Courier Receipt, copy 3 shall be inserted inside the package to be delivered to the addressee. The copy #3 becomes the log record in the receiving office.

FROM	NO. <b>B 02221</b>
	DATE
TO:	TYPE OF MATERIAL
	ENVELOPE (S)
	PACKAGE (S)
	OTHER
<small>ORIGINATOR: DO NOT COMPLETE THIS COPY BELOW THIS LINE. REMOVE THIS COPY IF LOG DATA IS TO BE ADDED ON COPIES 2 AND 3. INSERT ONLY THIS COPY IN THE WINDOW POCKET, OR ATTACH SECURELY TO ENVELOPE OR PACKAGE WITHOUT A WINDOW POCKET.</small>	
SIGNATURE OF RECIPIENT (NOT INITIALS)	DATE AND TIME OF RECEIPT
<b>COURIER'S RECEIPT</b>	
<b>1</b>	

**WHITE RECEIPT - FOR MATERIAL CLASSIFIED  
CONFIDENTIAL OR SECRET**

<b>COURIERS' CLASSIFIED MAIL RECEIPT</b>		OFFICE		SIGNATURES		
		Symbol	Receipt No.	OF SUBSEQUENT COUNIERS		PICKUP
TO		THIS DATE		1.	Date	Time
FROM				2.		
TYPE OF MATERIAL				3.		
<input type="checkbox"/> SEALED ENVELOPE <input type="checkbox"/> SEALED PACKAGE <input type="checkbox"/> LOCKED MAIL BAG				4.		
CERTIFICATION OF GOOD CONDITION				5.		
<small>SIGNATURES CONSTITUTE CERTIFICATION THAT MATERIAL INDICATED HEREON IS RECEIVED IN GOOD CONDITION UNLESS OTHERWISE NOTED ON BACK OF THIS RECEIPT</small>				6.		
1. SIGNATURE OF ORIGINAL CARRIER		Pickup Date	Pickup Time	BY (Signature)	Date	Time

Form No. 240a Business Form 240a, 1 Apr 55 and 35-16A which are obsolete. 16-72900-1 RPO (25-33)

Form 240a (pink) is used for transmitting Top Secret material.

**EXHIBIT 15**~~CONFIDENTIAL~~

CORRESPONDENCE HANDBOOK

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PART IV

REVIEW, CONCURRENCE, APPROVAL  
AND SIGNING AUTHORITY

Review, Concurrence, Approval, and Signing Authority Part IV

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C. Responsibility for Review and Concurrences .....	2
D. Authority to Sign Memorandums .....	3

~~FOR OFFICIAL USE ONLY~~REVIEW, CONCURRENCE, APPROVAL, AND SIGNING AUTHORITY PART IV**A. General**

1. Officials other than the originator shall indicate their review by signing above their organizational designation at the bottom of the yellow official record copy.

2. Concurrences may be indicated on the original and all copies of ~~memorandums~~ which will not leave the Agency, when it is desired that concurrences be made an integral part of the memorandum. This method is particularly desirable when considerable coordination or concurrence is necessary outside the originating office, or when the signing official or the recipient of the memorandum may desire a record of concurrences by the officials' surnames and titles. To provide for these signatures, type the word, "CONCURRENCE," flush with the left margin, four lines below the signature line. Beginning five lines below the word, "CONCURRENCE," even with the left margin, type a solid line for the signature of the official from whom concurrence is desired. Beneath this line, type the official's title flush with the left margin. To the right of the signature line, type a solid line for the date. Center and type the word, "Date," beneath this line. Repeat this arrangement for each concurring signature desired. Leave five lines between each signature line.

(4 lines)

CONCURRENCES:

(5 lines)

_____ Director of Logistics	_____ Date
(5 lines)	
_____ Director of Personnel	_____ Date

3. On ~~memorandums~~ prepared for the signature of the Director or Deputy Director, one of the two copies forwarded for retention in the registry files will bear the signature and title of the originator and each concurring officer. The originator and concurring officials' signatures should be identified by the words, "ORIGINATED BY" and "CONCURRENCES," respectively. The second copy for retention in the files by his office and all other Agency copies need not bear the signatures; typewritten names will suffice.

**B. Indicating Approval as an Integral Part of a Memorandum**

1. To eliminate preparing additional ~~memorandums~~ at approving levels, a space for the approving official's signature may be provided on the original and all copies of a memorandum which will not leave the Agency. An approval line is indicated by the word, "APPROVED," in all caps begun one or two spaces to the right of the center of the

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~~FOR OFFICIAL USE ONLY~~**PART IV** REVIEW, CONCURRENCE, APPROVAL, AND SIGNING AUTHORITY

page and five lines below the last signature line. Two or three spaces to the right of "APPROVED" and on the same line type a solid line for the date. Center the word, "Date," beneath the line. Two lines below, type in the approving official's name in initial caps and center his title beneath. Example:

(Signature of Signer)

(5 lines)

APPROVED: \_\_\_\_\_

Date

(2 lines)

Official's Name  
Director of ~~Security~~

2. Consider the following requirements when an approval line is used:

a. In addition to the original, *which is usually returned to the originating official for necessary action*, prepare a copy for retention by the approving official. Furnish two copies, if the approving official is the Director of CIA or one of his Deputies.

b. Action of the approving official shall be indicated on all copies.

c. Under no circumstances will information or file copies be distributed until action has been taken by the approving official.

**C. Responsibility for Review and Concurrences**

1. It is the originating official's responsibility to secure all necessary reviews and concurrences within his organizational element and to provide adequate routing of the ~~memorandum~~ to other offices for concurrence. "Provide adequate routing" includes a review of the assembled ~~memorandum~~ to ensure that routing slips bear the names of every office concerned.

2. Reviewing officials shall sign or initial originals and copies in the spaces provided. Qualified concurrences or non-concurrences shall be indicated and the reasons, therefor, typed to the right of the official's signature on the original and all copies of the memorandum. The copy for the reviewing official will be forwarded from the office of the signing official after the document is signed.

3. It is the responsibility of secretaries at concurring levels to type the names of concurring officials, the date the action was taken, and any other notations of concurrence or qualified concurrence on each copy of a memorandum that will not leave the Agency. The concurring official's signature shall be indicated above his title in the following manner:

(5 lines)

(Name)  
Director of Personnel

9 January 1969  
Date

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Review, Concurrence, Approval, And Signing Authority Part IV

D. Authority to Sign Memorandums

The authority to sign for the Director of Central Intelligence has been delegated by the Director to certain Agency officials. The extent to which this authority is delegated further within a component should be established before correspondence is sent.

The following general rules apply:

1. Correspondence addressed horizontally shall be signed by an official at the same level as that of the addressee, or by a person to whom authority has been delegated.
2. Correspondence directed upward shall be signed by or directed through the chief of the element immediately below that of the official to whom it is addressed.
3. Correspondence directed downward shall be signed by or directed through the chief of the element immediately above that of the official to whom it is addressed.

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PART IV REVIEW, CONCURRENCE, APPROVAL, AND SIGNING AUTHORITY

EXHIBIT 1

CONCURRENCES AND APPROVAL

It is recommended that the verbal agreement described herein be concluded officially.

Official's Name  
Director of Security

CONCURRENCES:

Director of Personnel

Date

Director of Logistics

Date

APPROVED:

R. L. Bannerman  
Deputy Director  
for Support

Date

Distribution:

- Orig & 1 - Addressee
- 1 - D/P
- 1 - D/OL
- 1 - [redacted]
- 2 - [redacted]
- 1 - [redacted] (official record copy, yellow)
- X - as required

~~FOR OFFICIAL USE ONLY~~

Correspondence for Director

Part V

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C. Date .....	
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E. Memorandum Format .....	
F. Brief Summary .....	

~~TOP SECRETIAL USE ONLY~~

PART V

CORRESPONDENCE FOR the DIRECTOR

responsibility of the originating component to ensure that this material is properly prepared, coordinated, and assembled before it reaches the Office of the Director.

5. As announced in HN   dated 6 November 1966, a courtesy copy of all papers addressed to the Director of Central Intelligence or prepared for the Director's signature will be provided for the Deputy Director.

KEEP THIS IN MIND IN READING THIS PART OF THE HANDBOOK!!

#### B. Stationery

1. Letterhead, bond, and tissue copy are available for memorandums and letters prepared for the signature of the Director and the Deputy Director.

2. Plain bond shall be used when addressing memorandums to the Director, Deputy Directors, and the Executive Director-Comptroller.

#### C. Date

Memorandums and letters prepared for the signature of the Director or the Deputy of Central Intelligence shall not be dated in the office of origin. Memorandums and letters addressed to the Director will be dated when signed.

#### D. Letter Format

1. Keeping in mind a "framed picture" appearance, set the margin accordingly. In most letters the address may be typed eight lines below the last line of the letterhead, flush with the left margin. The length of the letter will determine where the address should begin. The salutation is typed two lines below the address. Begin the body of the letter two spaces below the salutation and indent five spaces for each paragraph. The text is single spaced unless it is eight lines or less. (See examples of letter for nats.)

2. The complimentary close for the Director is "Sincerely." The name and title will be centered five lines below the complimentary close. Examples:

Sincerely,

(5 lines)

(Name)  
Director

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Correspondence for the Director

Part V

A. General

1. Action papers, i.e., papers requesting the Director's approval for an Agency action will be forwarded to the Office of the Director in an original and one copy with attachments and will be ruled to the Director through the Executive Director-Comptroller. After action, the original will be returned to the originating component where it becomes the official record copy. The originating official is responsible for evaluating it for permanent or temporary retention. The carbon will be maintained in the Executive Registry for a period of six months; after which, it will be destroyed.

2. Information papers intended only to inform the Director (on other than substantive intelligence), will be forwarded to the Office of the Director in an original and one copy. The original will be returned to the originating component after the Director, the Deputy Director, and the Executive Director-Comptroller have been informed with an indication to that effect on the memorandum. (as indicated above, the original becomes the official record copy.) One carbon will be maintained in the Executive Registry for a period of 90 days for the purpose of additional reference, if required, then destroyed. Officers attending interdepartmental meetings of importance to the Agency should make a record of meetings, indicating positions and recommendations of the Agency representative, and where appropriate of others in attendance, and setting forth the actions required by the Agency. These memorandums should be forwarded promptly to the Office of the Director.

3. Intelligence information memorandums for the Director will be routed to him by the Executive Registry and the Executive Assistant with a copy each to the Deputy Director and the Executive Director-Comptroller. Unless there is some indication to the contrary, these will be destroyed after use. All components are enjoined to ensure that all raw intelligence, special reports, or other information of interest or concern to the principal officials of the Agency or of the Government are promptly called to the attention of the Office of the Director.

4. Memorandums or letters going outside the Agency prepared for the Director's or the Deputy Director's signature should be transmitted to the Executive Registry with an original and one copy for the addressee, one copy marked for the "signing official," and one marked for the "Executive Registry." (Additional copies are to be determined by the originating office.) After signature, the letter or memorandum will be dispatched by the Executive Registry; one copy will be retained in the Registry, and the remainder will be controlled and disseminated as indicated by the office of origin. Secretaries should consult the senior secretaries within their own division or office for additional guidance on the preparation of memorandums and letters for the signature or approval of the Director or Deputy Director. It is the

## Correspondence for the Director

## Part V

## A. General

1. Action papers, i.e., papers requesting the Director's approval for an Agency action will be forwarded to the Office of the Director in an original and one copy with attachments and will be routed to the Director through the Executive Director-Comptroller. After action, the original will be returned to the originating component where it becomes the official record copy. The originating official is responsible for evaluating it for permanent or temporary retention. The carbon will be maintained in the Executive Registry for a period of six months; after which, it will be destroyed.

2. Information papers intended only to inform the Director (on other than substantive intelligence), will be forwarded to the Office of the Director in an original and one copy. The original will be returned to the originating component after the Director, the Deputy Director, and the Executive Director-Comptroller have been informed with an indication to that effect on the memorandum. (as indicated above, the original becomes the official record copy.) One carbon will be maintained in the Executive Registry for a period of 90 days for the purpose of additional reference, if required, then destroyed. Officers attending interdepartmental meetings of importance to the Agency should make a record of meetings, indicating positions and recommendations of the Agency representative, and where appropriate of others in attendance, and setting forth the actions required by the Agency. These memorandums should be forwarded promptly to the Office of the Director.

3. Intelligence information memorandums for the Director will be routed to him by the Executive Registry and the Executive Assistant with a copy each to the Deputy Director and the Executive Director-Comptroller. Unless there is some indication to the contrary, these will be destroyed after use. All components are enjoined to ensure that all raw intelligence, special reports, or other information of interest or concern to the principal officials of the Agency or of the Government are promptly called to the attention of the Office of the Director.

4. Memorandums or letters going outside the Agency prepared for the Director's or the Deputy Director's signature should be transmitted to the Executive Registry with an original and one copy for the addressee, one copy marked for the "signing official," and one marked for the "Executive Registry." (Additional copies are to be determined by the originating office.) After signature, the letter or memorandum will be dispatched by the Executive Registry; one copy will be retained in the Registry, and the remainder will be controlled and disseminated as indicated by the office of origin. Secretaries should consult the senior secretaries within their own division or office for additional guidance on the preparation of memorandums and letters for the signature or approval of the Director or Deputy Director. It is the

Correspondence for the Director

Part V

a. For the Deputy Director the complimentary close and signature will be:

Sincerely,

(5 lines)

(Name)  
(Military title, if any)  
Deputy Director

b. Whenever the Deputy Director signs in the absence of the Director, the signature will be shown as:

Sincerely,

(5 lines)

(Name)  
(Military title, if any)  
Acting Director

3. Enclosures will be typed and identified on the original and all copies.

4. Identification of originator, typist, date of preparation, and the distribution of all copies will be shown on the internal copies only.

5. All envelopes, mailing slips, and document receipts will be prepared and attached in the office of origin. The Director signature tabs will be attached in the Office of the Director. The order of assembly of material is contained in the part entitled "Assembling Memorandums for Forwarding."

**E. Memorandum Format**

On a memorandum prepared for the signature of the Director or Deputy Directors:

1. The heading will conform to general standards prescribed for other Agency memorandums.

2. Paragraphs will be numbered, except when the memorandum is addressed to the President or the memorandum consists of only one paragraph.

3. Five lines below the text and two spaces to the right of the center of the page, the signature of the Director or the Deputy Director of Central Intelligence shall be typed in initial caps. The Director's name will be in all caps on letters and in initial caps on memorandums with the title centered immediately below. Examples:

For the Director

(Name)  
Director

For the Deputy Director

(Name)  
(Military title, if any)  
Deputy Director

4. In the Director's absence, "Acting Director" is substituted for "Deputy Director" and Office of Director stationery is used. Examples:

(Name)  
(Military title, if any)  
Acting Director

Correspondence for the Director

Part V

a. For the Deputy Director the complimentary close and signature will be:

Sincerely,

(5 lines)

(Name)  
(Military title, if any)  
Deputy Director

b. Whenever the Deputy Director signs in the absence of the Director, the signature will be shown as:

Sincerely,

(5 lines)

(Name)  
(Military title, if any)  
Acting Director

3. Enclosures will be typed and identified on the original and all copies.

4. Identification of originator, typist, date of preparation, and the distribution of all copies will be shown on the internal copies only.

5. All envelopes, mailing slips, and document receipts will be prepared and attached in the office of origin. The Director signature tabs will be attached in the Office of the Director. The order of assembly of material is contained in the part entitled "Assembling Memorandums for Forwarding."

E. Memorandum Format

On a memorandum prepared for the signature of the Director or Deputy Director:

1. The heading will conform to general standards prescribed for other Agency memorandums.

2. Paragraphs will be numbered, except when the memorandum is addressed to the President or the memorandum consists of only one paragraph.

3. Five lines below the text and two spaces to the right of the center of the page, the signature of the Director or the Deputy Director of Central Intelligence shall be typed in initial caps. The Director's name will be in all caps on letters and in initial caps on memorandums with the title centered immediately below. Examples:

For the Director

(Name)  
Director

For the Deputy Director

(Name)  
(Military title, if any)  
Deputy Director

4. In the Director's absence, "Acting Director" is substituted for "Deputy Director" and Office of Director stationery is used. Examples:

(Name)  
(Military title, if any)  
Acting Director

~~FOR OFFICIAL USE ONLY~~

Part V

CORRESPONDENCE FOR the DIRECTOR

5. When material is included with a memorandum for the signature of the ~~Director and~~ the abbreviation, "Att," will be typed on all copies. If more than one, the number will be shown.

6. Recipients of information copies outside the Agency will be indicated on the original and all copies at the left margin two spaces below the last typed line by typing "cc" followed by the recipient.

Example:

cc: Attorney General

7. On ~~memorandum~~ addressed for the signature of the ~~Director~~, the distribution is shown on internal copies only. The distribution may be shown on the back of the page if the memorandum fills the page. If an additional page is used, it should be properly titled to identify it with the body of the memorandum.

8. Attach a brief covering the memorandum ~~and stating the purpose of the memorandum to be signed by the Director. The file will be forwarded through the Deputy Director concerned.~~

9. On ~~memorandum~~ addressed to the ~~Directors~~:

a. The headings shall conform to the general standards prescribed for Agency memorandums.

b. The first paragraph of the text shall state the purpose of the memorandum, approval, recommendation, information, etc., or indicate the paragraph in which the action is contained.

Example:

This memorandum is for information only. Particular reference is made to paragraphs \_\_\_\_\_ and \_\_\_\_\_.

c. Paragraphs will be numbered and single spaced with double spacing between paragraphs.

d. If material is transmitted with a memorandum to the ~~Director~~, the abbreviation "Att" is typed on copies flush with the left margin and two lines below the signature line. If more than one attachment is transmitted, the number is indicated. Attachments may be identified in abbreviated form. Example:

2 Atts

Att 1: Memo, 15 February 1968

Att 2: TCA Contract (2)

e. Do not show the distribution on the original and courtesy copy.

#### F. Brief Summary

A three-sentence summary will be prepared and dispatched to the Director's office immediately after a meeting or conversation with officials outside the Agency, especially on those which may determine or affect policy or which should be brought to the attention of the Director or the Deputy Director.

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Part V

CORRESPONDENCE FOR the DIRECTOR

EXHIBIT 1



CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D. C. 20505  
OFFICE OF THE DIRECTOR

(Date left blank)

The Honorable Dean Rusk  
The Secretary of State  
Washington, D. C. 20520

Dear Mr. Secretary: (Find out if the person signing the letter knows the addressee personally, for instance, well enough to use his first name.)

This is an example of a letter prepared for the signature of the Director of Central Intelligence. Letters will be forwarded to the Director through the Deputy Director for Support with a cover memorandum explaining the purpose of the letter to be signed by the Director.

When a second page is required, use plain stationery; margins will correspond with those on the first page, and typing of the letter will begin four lines below the identification line. The succeeding pages are numbered with Arabic numerals, centered about one-half or three-quarters of an inch from the bottom of the page.

Sincerely,

(Name)  
Director

D/CO:JWCoffey:jts(15Feb68

CONCUR:

Distribution:

Orig & 1 - Addressee

1 - ER  
1 - (signing official)

2 - DDS

1 - D/CO

1 - (yellow official record copy)

R. L. Bannerman  
Deputy Director  
for Support

Date

(Concurrences, identification, and distribution to be typed on file copy only; note memorandums to the President are double-spaced.)

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5

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CORRESPONDENCE FOR the DIRECTOR

Part IV

EXHIBIT 2



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

OFFICE OF DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

(Date left blank)

The Honorable (name)  
The American Ambassador  
City, Country

Dear Mr. Ambassador: (Find out if the person signing the letter knows the addressee personally; for instance, well enough to use his first name.)

This is an example of a letter prepared for the signature of the Deputy Director of Central Intelligence. Generally, this type of letter would be prepared for the signature of the Director. However, a notation accompanying the incoming letter stated that the letter be prepared for the Deputy Director's signature.

A cover memorandum or brief explaining the purpose of the letter should also be prepared. The cover memorandum and the letter for signature should be forwarded through the Deputy Director for Support.

The number of copies prepared should include an original and one for the addressee, one for the signer, one for the Executive Registry, two for the DDC, and whatever additional copies the originator may decide.

Sincerely,

(Name)  
(Military title, if any)  
Deputy Director

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~~FOR OFFICIAL USE ONLY~~

CORRESPONDENCE FOR the DIRECTOR

Part 2

EXHIBIT 3



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

OFFICE OF DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

(Date left blank)

MEMORANDUM FOR: Director of Another Agency  
Director of Federal Commission

SUBJECT : General Information

1. This is an example of a memorandum prepared for the signature of the Deputy Director of the Agency. The same format will be followed in preparing a memorandum for the Director's signature.

2. Letterhead stationery for the Office of the Director or the Deputy Director of Central Intelligence is available. Tissue copies with corresponding letterheads should be used when courtesy copies are needed. Additional copies shall be prepared on plain tissue and a yellow copy for the official record copy.

3. A well-balanced appearance can be achieved by carefully considering the length of the message and adjusting the margins carefully. The text should begin four lines below the subject line. The body of the memorandum is single spaced unless the text is 8 lines or less. Double spacing will also be used when preparing a memorandum to the President.

4. Paragraphs should be numbered unless the memorandum contains only one paragraph. Paragraphs are never numbered in a memorandum to the President nor in a letter.

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~~FOR OFFICIAL USE ONLY~~  
~~SECRET~~

Part IV.

CORRESPONDENCE FOR the DIRECTOR

EXHIBIT 3 CONT.

5. A cover memorandum explaining the purpose of the attached memorandum to be signed by the **Director** is required.

(Name)  
(Military title, if any)  
Deputy Director

Att  
(Identify if necessary)

D/CO:JWCoffey:mv(date prepared)

Distribution:

- Orig & 1 - Addressee
- 1 - Originator's copy
- 1 - \_\_\_\_\_ (yellow official record copy)
- 1 - **Executive** Registry
- 1 - \_\_\_\_\_ (signing official)
- 2 - **JJS**

cc: General Counsel (to be typed on all copies retained in the Agency.)

~~FOR OFFICIAL USE ONLY~~  
~~SECRET~~

~~FOR OFFICIAL USE ONLY~~  
~~SECRET~~

CORRESPONDENCE FOR the DIRECTOR

Part II

EXHIBIT 4

(DATE)

BRIEF FOR: Director of Central Intelligence

SUBJECT : Inter-Agency Correspondence Standards

1. This Agency is contributing suggestions for the development of inter-agency correspondence standards in cooperation with the General Services Administration.

2. The attached correspondence for your signature conveys our ideas on the subject to those agencies which have expressed an interest in the standardization program.

(Name)  
Director of Logistics

Distribution:

- Orig & 1 - Addressee
- 1 - Originator's copy
- 1 - \_\_\_\_\_ (official record copy, yellow)
- 2 - DLS

~~FOR OFFICIAL USE ONLY~~  
~~SECRET~~

~~FOR OFFICIAL USE ONLY~~  
~~SECRET~~

Part V

CORRESPONDENCE FOR the DIRECTOR

EXHIBIT J

(DATE)

MEMORANDUM FOR: Director of Central Intelligence  
THROUGH : Deputy Director for Support  
SUBJECT : Inter-Agency Correspondence Standards

1. This illustrates a memorandum submitted to the Director for action and his approval signature. The first paragraph should state the purpose of the memorandum and request for the approval of the recommendation in paragraph \_\_\_\_\_.

2. The memorandum will include a space for an approval signature. If concurrence by the Deputy Director is necessary, prepare a concurrence line. The originating officer is responsible for all coordination before the paper reaches the Office of the Director. The originator should also make certain that the file is properly assembled and all attachments included.

(Name)  
Director of LOGISTICS

Vit  
Handbook

CONCURRENCE:

Deputy Director for Support

Date

The recommendation contained in paragraph \_\_\_\_\_ is approved.

Richard Helms  
Director of Central Intelligence

Date

~~FOR OFFICIAL USE ONLY~~  
~~SECRET~~

//

~~FOR OFFICIAL USE ONLY~~

CORRESPONDENCE FOR the DIRECTOR

Part V

EXHIBIT 5 CONT.

Distribution:

- Orig - Addressee (for return to action) (Distribution shown on original and approval papers only)
- 1 - ER office via D/S
  - 1 - DDS Chrono
  - 1 - DDS Subject (w/Held)
  - 1 - (any information addressed)
  - 1 - (yellow official record copy)
  - X - Others as necessary

NOTE: If, for instance, the DDP, General Counsel, or any other office outside the DDS were to sign CONCURRENCE on this approval memo, the concurrence lines would appear above the approval line.

(Distribution shown only on original and approval copies only.)

~~FOR OFFICIAL USE ONLY~~

Correspondence for the Director

Part V

EXHIBIT 6

(DATE)

AGENCY MEMORANDUMS AND LETTERS ADDRESSED  
TO THE OFFICE OF THE DIRECTOR

1. Originators will insure that all such memorandums open with a sentence similar to one of the three below

a. "This memorandum is for information only; particular reference is made to paragraphs \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_."

b. "This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph \_\_\_\_\_."

c. "This memorandum suggests action on the part of the Director (or Deputy Director or Executive Director-Comptroller); this action is contained in paragraph \_\_\_\_\_."

2. In the place provided for the approving signature, the following statement shall be typed: "The recommendation(s) in paragraph \_\_\_\_\_ is (are) approved." On the same sheet requesting approval by the Director, Deputy Director, or the Executive Director-Comptroller, provision will be made for the concurrence of the Deputy Director concerned and other appropriate officers including a place for the date as shown at the end of this exhibit.



~~FOR OFFICIAL USE ONLY~~  
~~SECRET~~

Part V

CORRESPONDENCE FOR the DIRECTOR

EXHIBIT B CONT.

3. In every case of a memorandum for the Office of the Director, that copy which is returned to the originating component is the official record copy. The originating official is responsible for maintaining it for permanent or temporary retention.

4. Do not use staples on the Director's mail-- use binderclips only.

5. Informal guidance concerning Mr. Holmes' personal references in the format of correspondence are:

a. He prefers addresses to be no longer than four lines, if possible.

Example: Mr. John W. Smith, Director  
Department of ...  
0000 1st Street, S.W.  
Washington, D. C. 00000

rather than

Mr. John W. Smith  
Director  
Department of ...  
0000 1st Street, S.W.  
Washington, D. C. 00000

b. He prefers the memorandum format rather than a letter, even when replying to an ~~incoming~~ letter.

Example: MEMORANDUM FOR: The Honorable Dean Rusk  
The Secretary of State

SUBJECT :

14

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~~SECRET~~

~~FOR OFFICIAL USE ONLY~~  
~~FOR SECRET USE ONLY~~

CORRESPONDENCE FOR the DIRECTOR

Part V

EXHIBIT 6 CONT.

ORIGINATOR:

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Date

CONCURRENCES:

\_\_\_\_\_  
Director of Logistics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Director for Support

\_\_\_\_\_  
Date

The recommendation contained in paragraph 4 is approved.

\_\_\_\_\_  
Deputy Director of Central Intelligence

\_\_\_\_\_  
Date

Show full distribution pattern on all internal copies.  
Copies must be provided for all coordinators (2 cys always  
for DIS). Memorandums or letters prepared for transmittal  
outside the Agency will provide for concurrence(s), on  
the carbon copy retained in the Agency.

~~FOR OFFICIAL USE ONLY~~  
~~FOR SECRET USE ONLY~~

CORRESPONDENCE HANDBOOK

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PART VI

ASSEMBLING MEMORANDUMS FOR FORWARDING

ASSEMBLING MEMORANDUMS FOR FORWARDING

Part VI

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B. Forwarding Memorandums .....	

**ASSEMBLING MEMORANDUMS FOR FORWARDING**

**PART VI**

**A. Assembling Memorandums**

1. Final responsibility for the correct assembly of memorandums rests with the originator. (See Correspondence Handbook, Part I, Para. U and EXHIBIT I.) Memorandums correctly assembled will include the following items, as appropriate, in the sequence indicated:

- a. Transmittal Slip, Form 241; Routing Slip, Form 237; Routing and Record Sheet, Form 610 as appropriate. Refer to Part VIII, Para. C, D, and E. on use.
- b. Original and courtesy copy, if clipped together. (On external memorandums protect original with thin tissue.)
- c. Addressed penalty indicia or plain envelopes, as appropriate, for the original and courtesy copy with completed postage slips attached, if required.
- d. Information copies for addressees outside the Agency with addressed envelopes and completed postage slips, attached--if required.
- e. Information copies (or concurring officials' copies) for distribution within the Agency with addressed routing slips attached, if required.
- f. Official record copy (yellow tissue)
- g. Original incoming memorandums, enclosures, etc., and any other material to be attached to the official file copy as part of the official file on the memorandums.
- h. Extra copy (or copies) for the Director or Deputy Director of Central Intelligence. If the signing official is either the Director or the Deputy Director and the official (yellow) record copy is to be retained at either end or level, prepare an additional copy on plain white tissue. If, however, the official file copy of correspondence for their signature is to be retained at another level, prepare two extra copies on plain white tissue for the Director and the Deputy Director.
- i. Return copy (if desired) with addressed routing slip for its return.
- j. Reference material for return to reference sources.
- k. "Hold Back" copy (if desired).

2. In addition to the above:

- a. A completed Document Receipt, Form 615, will be attached to each original or copy requiring a receipt in accordance with current Agency Security Regulations.
- b. Copies for distribution within the Agency will be designated by a check beside the office designation indicated under "Distribution." If the distribution of copies is within a particular office and such a means of indicating distribution is adequate for routing, routing slips need not be attached to the copies.

**PART VI**

**ASSEMBLING MEMORANDUMS FOR FORWARDING**

c. Enclosures will be attached by clips to the original or copies transmitting them.

d. Assembly reference tabs will be attached whenever their use will expedite the review and approval of memorandums. Signature tabs should not be attached in the office of origin. These will be attached in O/OCl.

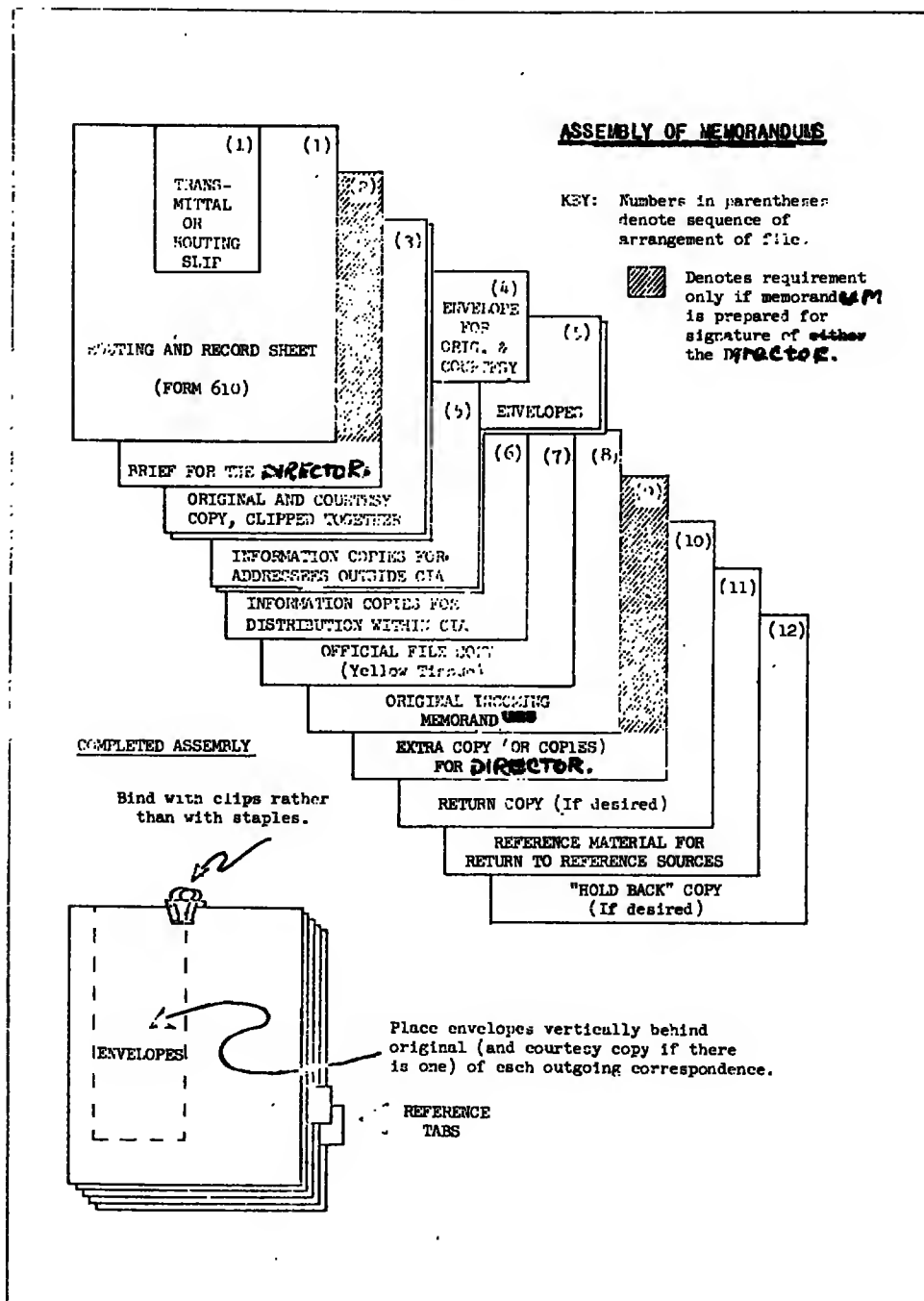
e. The completed assembly should include all necessary routing slips, envelopes, receipts, and postage slips properly completed and attached to the respective material.

f. If necessary, material should be fastened together with paper clips and made a part of the completed assembly by binder clips. Staples should be used with discretion; consideration being given to the amount and type of handling the memorandums may receive.

g. If it is anticipated that memorandums will receive considerable handling, a backing sheet of bond paper or heavier stock should be attached to protect the back pages.

**B. Forwarding Memorandums**

Memorandums will be assembled and forwarded through prescribed channels to the particular office ~~AMO~~ for control, processing, and forwarding. Only transmittal media complying with the security requirements of current Agency regulations will be used.

**FOR OFFICIAL USE ONLY****PART VI****Assembling Memorandums****FOR FORWARDING****EXHIBIT 1****FOR OFFICIAL USE ONLY**

CORRESPONDENCE HANDBOOK

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PART VII

ENVELOPES AND MAILING



Envelopes and Mailing

Part VII

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~~FOR OFFICIAL USE ONLY~~ENVELOPES AND MAILINGPART VII**A. General**

When mail is prepared for transmittal, it is important that the proper envelope is used to ensure correct handling. Window envelopes should be used whenever possible. When a window envelope cannot be used for security reasons, select a regular envelope of the appropriate size.

**B. Types**

The Agency uses both penalty indicia and plain envelopes, as well as penalty indicia labels on packages. The penalty clause, "Penalty for Private Use to Avoid Payment of Postage \$300," appears in the upper right corner of the penalty indicia envelopes and labels. The following types of envelopes are available (some contain preprinted Agency addresses):

**1. Penalty Indicia Envelopes**

White envelopes,  $8\frac{7}{8}$ " x  $3\frac{7}{8}$ ", and  $9\frac{1}{2}$ " x  $4\frac{1}{8}$ "  
 White window envelopes,  $8\frac{7}{8}$ " x  $3\frac{7}{8}$ "  
 Manila envelopes, 12" x  $9\frac{1}{2}$ "  
 Labels, gummed, 5" x 3"

**2. Plain Envelopes**

White envelopes,  $3\frac{1}{2}$ " x 6",  $8\frac{7}{8}$ " x  $3\frac{7}{8}$ ", and  $9\frac{1}{2}$ " x  $4\frac{1}{8}$ "  
 White with opaque shading inside,  $8\frac{7}{8}$ " x  $3\frac{7}{8}$ ", and  $9\frac{1}{2}$ " x  $4\frac{1}{8}$ "  
 White window envelopes,  $8\frac{7}{8}$ " x  $3\frac{7}{8}$ "  
 White, Air Mail, red and blue border,  $8\frac{7}{8}$ " x  $3\frac{7}{8}$ " (both plain and opaque shading inside) and  $9\frac{1}{2}$ " x  $4\frac{1}{8}$ " manila envelopes, various sizes from  $5\frac{7}{8}$ " x  $3\frac{3}{4}$ " through 18" x  $14\frac{1}{2}$ ".

**3. Multipurpose Envelopes**

The multipurpose envelopes are encouraged for internal routing. These envelopes are designed with a window pocket attached to the outside to accommodate a courier receipt being used as an address label, a 3" x 5" card, or paper on which the address is written. The envelopes may be reused by removing the addressed paper or card and inserting a new one properly addressed. Multipurpose envelopes are available in manila sizes 12" x 10" and 16" x 10".

**4. Chain Envelopes**

U.S. Government messenger envelope, Form 65, sizes 12" x  $9\frac{1}{2}$ " and 16" x 12" may be used for sending material between government offices and agencies unless prohibited by security or operational requirements. When using the chain envelope, enter the Stop Number (if known) for the addressee's agency in the space labeled "Stop."

**C. Use**

The use of penalty indicia in lieu of postage stamps, is a matter of convenience and economy to the government. Official mail qualifying for transmission under penalty indicia is broadly limited to

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PART VII

ENVELOPES AND MAILING

official letters, memorandums, enclosures, etc., that are reasonably related to the subject matter of the material. Penalty indicia should not be used for:

1. Mail on which additional postage is required, such as air mail, mail for most foreign countries, or mail weighing over four pounds.
2. Personal mail and other unofficial mail, even though a postage stamp is affixed over the penalty clause.
3. Inner envelopes used for double sealed material.
4. Mail sent outside the Post Office channels (by messenger or courier). In addition, do not place labels on penalty indicia envelopes.

**D. Addressing Envelopes for Transmittal Outside CIA**

1. In addressing an envelope, begin typing approximately one-half the depth and one-half the width of the envelope. Single space the name and address in block style. The envelope address will be the same as the address on the letter.
2. If memorandums are to be dispatched by special delivery or registered mail, type the words "SPECIAL DELIVERY" or "REGISTERED MAIL" in all caps, two lines above and flush with the address.
3. If memorandums are to be dispatched by AIR MAIL, no special instructions are necessary provided an air-mail envelope is used. If an air-mail envelope is not available, use a plain white envelope without a penalty indicia. Type the words, "AIR MAIL," in all caps, two lines above and flush with the address.
4. Inter-Agency Mail—If contents of mail being sent to another government agency is unclassified, indicate on the envelope the addressee, the room, and Stop Number. Do not use a penalty indicia envelope. (Delivery is made by U. S. Official Mail and Messenger Service.)
5. If memorandums are classified either SECRET or CONFIDENTIAL and are to be transmitted outside the Agency, attach two envelopes properly addressed.
6. If memorandums are classified, attach Form 240, Courier Receipt. Indicate the office, room number, and building. Do not include the Stop Number. (Delivery is made by Agency courier.)

**E. Addressing Inter-Office Mail**

1. The incorrect addressing of inter-office mail results in transmission delays and places an unwarranted burden on the courier-messenger service. Personnel forwarding material shall ensure that addresses contain the following information:
  - a. Office of origin.
  - b. Office designation of addressee (position title or name may be added if desired).
  - c. Building designation.
  - d. Room number.
2. In the few instances where it is necessary to expedite delivery, the envelope or package may be marked "Direct Delivery" or "Deliver to Addressee" in addition to information required in paragraphs a through d above.

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~~FOR OFFICIAL USE ONLY~~Envelopes and MailingPart VII

NOTE: This guide is very general since security and operational requirements will often govern the use of certain envelopes and labels. It is recommended that it be used in conjunction with current CIA Security Regulations, specific office directives, and information obtainable from the Central Mail Room.

TYPE OF MAILING OR USE	RETURN ADDRESS		TYPE OF ENVELOPE OR LABEL TO USE	POSTAGE SLIP REQUIRED
	CIA, FBIS, or SSU	OTHER		
Inner envelope for the transmission of double-sealed classified material			Nonpenalty	No
Within Headquarters			Nonpenalty (CIA Chain, U. S. Govt. Messenger, or regular envelope, depending upon security requirements)	No
Inter-Agency (Washington, D. C. area only)			Nonpenalty (U. S. Govt. Messenger or regular envelopes depending upon security requirements)	No
Official mail, four pounds or under, directed to addressees in the continental U. S., U. S. Territories and possessions, Canada, Caribbean Republics, Central and South America (except Argentina and Brazil)	X	X	Penalty Nonpenalty	No Yes
Official mail over four pounds directed to addressees in the continental U. S., U. S. Territories and possessions, Canada, Caribbean Republics, Central and South America (except Argentina and Brazil)	X	X	Nonpenalty	Yes
Air Mail	X	X	Nonpenalty	Yes
Special Delivery	X	X	Penalty Nonpenalty	Yes Yes
Registered Mail	X	X	Penalty (Nonwindow) Nonpenalty (Nonwindow)	Yes Yes
Registered Mail - Return Receipt Requested	X	X	Penalty (Nonwindow) Nonpenalty (Nonwindow)	Yes Yes

TYPES OF PENALTY AND NONPENALTY ENVELOPES  
AND LABELS FOR TRANSMITTING OFFICIAL MAIL

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CORRESPONDENCE HANDBOOK

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PART VIII

MATERIALS FOR ASSEMBLING  
AND FORWARDING MEMORANDUMS

Materials for Assembling and Forwarding Memorandums

Part VIII

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MATERIALS FOR ASSEMBLING AND FORWARDING MEMORANDUMS PART VIII

**A. Reference Tabs Form 163**

This form is an invaluable aid to officials reviewing memorandums. It is particularly helpful when a memorandum is bulky or is to be reviewed for concurrence or approval by several officials. Reference tabs are designed for repeated use. They are attached with paper clips. These tabs are available at the Building Supply Office.

	OFFICIAL FILE COPY
	Form 163 5-57
SIGNATURE	

	CONCUR
APPROVAL	

SAME SIZE AS SHOWN

**B. Priority Tag, Form 160**

This form aids in expediting the routing and processing of memorandums whenever other than routine handling is required. The tag is colored, size 3" x 1 1/2", and is reusable.

<b>PRIORITY</b>		
Form No. 160 1 Dec 59	Use Previous Editions	(13)

SAME SIZE AS SHOWN

~~FOR OFFICIAL USE ONLY~~





**FOR OFFICIAL USE ONLY**MATERIALS FOR ASSEMBLING AND FORWARDING **Memorandums** PART VIII**D. Official Routing Slip, Form 237**

**Memorandums** or other material routed in consecutive order to two or more parties in Headquarters are transmitted by Official Routing Slips.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED	CONFIDENTIAL	SECRET
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1			
2			
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
	UNCLASSIFIED	CONFIDENTIAL	SECRET

FORM NO. 2-61 **237** Use previous editions (40)  
U.S. GOVERNMENT PRINTING OFFICE 1961 O-587282

ACTUAL SIZE - 5" x 8"

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Part VIII Materials for Assembling and Forwarding Memorandums**E. Routing and Record Sheet, Form 610**

The extent of review and concurrence in offices through which correspondence may pass is often indefinite. Therefore, for correspondence of more than a routine nature, provision should be made for extended routing. Routing and Record Sheet serves this purpose. In addition, it provides space for added comments and serves as a protective covering over the original.

<input type="checkbox"/> UNCLASSIFIED		<input type="checkbox"/> INTERNAL USE ONLY		<input type="checkbox"/> CONFIDENTIAL		<input type="checkbox"/> SECRET	
<b>ROUTING AND RECORD SHEET</b>							
SUBJECT: (Optional)							
FROM:				EXTENSION		NO	
						DATE	
TO: (Officer designation, room number, and building)				DATE		OFFICER'S INITIALS	
				RECEIVED    FORWARDED		COMMENTS (Number each comment to show from whom to whom. Draw a line across columns after each comment.)	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
FORM 3-62 610 USE PREVIOUS EDITIONS		<input type="checkbox"/> SECRET		<input type="checkbox"/> CONFIDENTIAL		<input type="checkbox"/> INTERNAL USE ONLY	
						<input type="checkbox"/> UNCLASSIFIED	

4

ACTUAL SIZE - 8" x 10 $\frac{1}{2}$ "

HB

CORRESPONDENCE - GENERAL

This six-part form is designed to provide intraoffice mail control when the volume of correspondence justifies using control measures. Generally other transmittal or routing slips are unnecessary when this form is used.

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~~CONFIDENTIAL~~

~~SECRET~~**MATERIALS FOR ASSEMBLING AND FORWARDING Memorandums PART VIII****F. Courier Receipt and Log Record, Form 240**

All envelopes or packages containing material classified CONFIDENTIAL and above, transmitted between buildings within or outside CIA, are customarily accounted for by a Courier Receipt. Receipts are prepared in an original and two copies. Copy one is inserted in the window pocket or securely attached to the envelope or package without a window pocket. Copies 2 and 3 contain logging information for use by the originator and the recipient. When log data has been added to the Courier Receipt, copy 3 shall be inserted inside the package to be delivered to the addressee. Copy 3 becomes the log record in the receiving office.

<b>FROM</b>		<b>NO.</b> E 492608
		<b>DATE</b>
<b>TO:</b> _____		<b>TYPE OF MATERIAL</b>
		ENVELOPE (S)
		PACKAGE (S)
		OTHER
<b>ORIGINATOR: DO NOT COMPLETE THIS COPY BELOW THIS LINE. REMOVE THIS COPY IF LOG DATA IS TO BE ADDED ON COPIES 2 AND 3. INSERT ONLY THIS COPY IN THE WINDOW POCKET, OR ATTACH SECURELY TO ENVELOPE OR PACKAGE WITHOUT A WINDOW POCKET.</b>		
<b>SIGNATURE OF RECIPIENT (NOT INITIALS)</b>		<b>DATE AND TIME OF RECEIPT</b>
<b>COURIER'S RECEIPT</b>		<b>1</b>
<b>FORM 240 USE PREVIOUS EDITIONS</b> 6-60		(24-25)
<b>COURIER RECEIPT AND LOG RECORD</b>		

SAME SIZE AS SHOWN

~~SECRET~~

~~SECRET~~**PART VIII MATERIALS FOR ASSEMBLING AND FORWARDING MEMORANDA****G. Document Receipt, Form 615**

A Document Receipt is required for all memoranda classified **SECRET** or **CONFIDENTIAL** transmitted outside CIA. Its use is optional for classified memoranda transmitted within the Agency. Document Receipts are prepared in an original and one copy. The original is transmitted with the memoranda; the duplicate copy is retained until the original bearing the recipient's signature is returned. The duplicate copy is then destroyed.

<b>CENTRAL INTELLIGENCE AGENCY DOCUMENT RECEIPT</b>		<b>NOTICE TO RECIPIENT</b> Sign and Return as Shown on Reverse Side		COURIER REC. NO.	DATE SENT
SENDER OF DOCUMENT(S)		ROOM	BLDG.	DATE DOCUMENT(S) SENT	
DESCRIPTION OF DOCUMENT(S) SENT					
CIA NO.	DOCUMENT DATE	COPIES	DOCUMENT TITLE	ATTACHMENTS	CLASS
ADDRESS OF RECIPIENT			RECIPIENT		
			SIGNATURE (ACKNOWLEDGING RECEIPT OF ABOVE DOCUMENT(S))		
			OFFICE	DATE OF RECEIPT	

FORM 12-61 **615** USE PREVIOUS EDITIONS (33)

**TO: CIA RECIPIENT**  
Place signed receipt in outgoing messenger box for return to sender of document through agency messenger service.

**TO: NON-CIA RECIPIENT**  
Place signed receipt in envelope and transmit to:

[ ]  
CENTRAL INTELLIGENCE AGENCY  
2430 E STREET NW.  
WASHINGTON 25, D.C. Stop 64  
[ ]

\* GPO : 1962 O - 661882

~~SECRET~~

**Part VIII      Materials for Assembling and Forwarding Memorandums****C. Document Receipt, Form 615**

A Document Receipt is required for all correspondence classified SECRET transmitted outside CIA. Its use is optional for SECRET correspondence transmitted within the Agency and CONFIDENTIAL material forwarded outside CIA. Document Receipts are prepared in an original and one copy. The original is transmitted with the correspondence; the copy is retained by the sender until the original bearing the recipient's signature is returned. The copy is then destroyed.

<b>CENTRAL INTELLIGENCE AGENCY DOCUMENT RECEIPT</b>			<b>NOTICE TO RECIPIENT</b> Sign and Return as Shown on Reverse Side		COURIER REC. NO.	DATE SENT
SENDER OF DOCUMENT(S)			ROOM	BLDG.	DATE DOCUMENT(S) SENT	
<b>DESCRIPTION OF DOCUMENT(S) SENT</b>						
CIA NO.	DOCUMENT DATE	COPIES	DOCUMENT TITLE		ATTACHMENTS	CLASS
<b>RECIPIENT</b>						
ADDRESS OF RECIPIENT			SIGNATURE (ACKNOWLEDGING RECEIPT OF ABOVE DOCUMENT(S))			
			OFFICE		DATE OF RECEIPT	
FORM 12-61 <b>615</b> USE PREVIOUS EDITIONS      (33)						

**FRONT**

<p><b>TO: CIA RECIPIENT</b></p> <p>Place signed receipt in outgoing messenger box for return to sender of document through agency messenger service.</p> <p><b>TO: NON-CIA RECIPIENT</b></p> <p>Place signed receipt in envelope and transmit to:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 60%;"> <p>CENTRAL INTELLIGENCE AGENCY 2430 E STREET NW. WASHINGTON 25, D.C.      Stop 64</p> </div>
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**BACK**

ACTUAL SIZE - 3½" x 7½"

~~CONFIDENTIAL~~

HB

HANDBOOK

CORRESPONDENCE - GENERAL

NO. 

## i. Postage Slip, Form 239

A Postage Slip shall be completed and attached to each piece of correspondence which will require special postage or handling. Envelopes and labels which bear the penalty indicia may require additional postage for special type services. In completing the Slip, indicate the type of mailing service desired, and fill in each pertinent space except the box marked "For Use by Central Mail Only." In addition, type the words "DO NOT METER" if for security reasons the postage should not be affixed by a postage meter.

NOTE: A single Postage Slip may be used to cover a group of letters if each letter in the group requires only first class postage. For such cases, type the word "various" in the addressee box on Form 239, followed by the number of addressees in parentheses. Attach a listing of these addresses.

Postage Slips will be required when the originator of registered correspondence desires a Return Receipt Card for Registered Mail, Post Office Form 3811.

SEE INSTRUCTIONS ON REVERSE SIDE		<b>POSTAGE SLIP</b>	
THE ATTACHED OFFICIAL MATERIAL REQUIRES POSTAGE FOR THE FOLLOWING PURPOSE:			
<input type="checkbox"/> AIR MAIL	<input type="checkbox"/> SPECIAL DELIVERY	<input type="checkbox"/> FIRST CLASS	<input type="checkbox"/> REGISTERED
<input type="checkbox"/> REGISTERED (RETURN RECEIPT REQUESTED)			
<input type="checkbox"/> PARCEL POST	<input type="checkbox"/> OTHER (EXPLAIN FULLY) _____		
ADDRESSEE		FOR USE BY CENTRAL MAIL ONLY	
ADDRESS		WEIGHT	
SENDER		POSTAGE AFFIXED	
OFFICE			
DATE	TELEPHONE EXT.		
FORM NO. 35-11 DEC 1946			

SAME SIZE AS SHOWN

EXHIBIT 17

-68-

~~CONFIDENTIAL~~

~~FOR OFFICIAL USE ONLY~~MATERIALS FOR ASSEMBLING AND FORWARDING ~~Memorandums~~

## PART VIII

**H. Postage Slip, Form 239**

1. A Postage Slip shall be completed and attached to each memorandum which will require special postage or handling. In completing the slip, indicate the type of mailing service desired, and fill in each pertinent space, except the box marked for use by "Central Mail Only." In addition, type the words, "DO NOT METER," if for security reasons the postage should not be affixed by a postage meter.

NOTE: A single Postage Slip may be used to cover each letter in the group of letters if each letter in the group requires only first class postage. For such cases, type the word, "various," in the addressee box on Form 239, followed by the number of addressees in parentheses. Attach a listing of these addressees.

2. Postage Slips will be required when the originator of a **registered memorandum** desires a Return Receipt Card for Registered Mail, Post Office Form 3811.

SEE INSTRUCTIONS ON REVERSE SIDE			REQUEST FOR POSTAGE		
REQUIRED SERVICES					
<input type="checkbox"/> FIRST CLASS	<input type="checkbox"/> PARCEL POST	<input type="checkbox"/> OTHER (EXPLAIN FULLY)			
<input type="checkbox"/> AIR MAIL	<input type="checkbox"/> FILM OR BOOK RATE				
<input type="checkbox"/> SPECIAL DELIVERY	<input type="checkbox"/> INSURED (VALUE _____)				
<input type="checkbox"/> REGISTERED	<input type="checkbox"/> SPECIAL HANDLING				
<input type="checkbox"/> RETURN RECEIPT*	<input type="checkbox"/> DELIVER TO ADDRESSEE ONLY*				
*AVAILABLE ONLY ON REGISTERED AND INSURED MAIL					
ADDRESSEE			CENTRAL MAIL ONLY		
ADDRESS			DISPATCHED		
			DATE	TIME	CLERK
ORIGINATING OFFICE			POSTAGE AFFIXED		
DATE	EXTENSION	BY			

FORM 7-62 **239** Use previous editions

SAME SIZE AS SHOWN

~~FOR OFFICIAL USE ONLY~~



~~FOR OFFICIAL USE ONLY~~MATERIALS FOR ASSEMBLING AND FORWARDING MEMORANDUMS

PART VIII

## I. DOCUMENT CONTROL, Form 238

This six-part form is designed to provide intra-office mail control when the volume of correspondence justifies using control measures. Generally other transmittal or routing slips are unnecessary when this form is used.

FORM NO. 238		REPLACES FORM 35-1 WHICH IS OBSOLETE		DOCUMENT CONTROL (13-40) (MFG. 3-66)	
1 MAY 66		SEC. CL.	ORIGIN	CONTROL NO.	
DATE OF DOC	DATE REC'D	DATE OUT	SUSPENSE DATE	CROSS REFERENCE OR POINT OF FILING	
TO FROM SUBJ.				ROUTING	DATE SENT
COURIER NO.		ANSWERED	NO REPLY	1	CE OR NG
COURIER NO.		ANSWERED	NO REPLY	2	ATE ENT
COURIER NO.		ANSWERED	NO REPLY	3	ICE OR ING
COURIER NO.		ANSWERED	NO REPLY	4	ATE ENT
COURIER NO.		ANSWERED	NO REPLY	5	R
COURIER NO.		ANSWERED	NO REPLY	6	OR

ACTUAL SIZE - 5" x 3 1/16"

~~FOR OFFICIAL USE ONLY~~

CORRESPONDENCE HANDBOOK

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PART IX

REGISTERED MAIL AND  
AGENCY MAILING PROCEDURES

Registered Mail and **Agency** Mailing Procedures Part IX

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~~FOR OFFICIAL USE ONLY~~

Registered Mail and  
Agency Mailing Procedures Part IX

A. General

United States postal regulations require that return addresses on registered mail include the name of the Agency. Domestic memorandums and letters with a defense classification of SECRET or CONFIDENTIAL forwarded outside the Agency as registered mail will be accompanied by a completed Form 239, EXHIBIT I.

B. Procedures

Each division or component is responsible for preparing the envelopes and the documentation required for all correspondence it forwards through registered mail facilities.

1. The return address to be used for official overt domestic mail when there are no security restrictions is:

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

Penalty indicia envelopes will be used. The return address will be placed in the left corner above the notation, "official business," and needs no other sender identification.

2. Mail forwarded as registered mail using the Agency as a return address is to be accompanied by a copy of Form 239, "Request for Postage," with the appropriate blocks completed. (See EXHIBIT I.) The originating office should be shown along with the originator's true name on the form. No tape of any kind should be used on registered mail.

~~FOR OFFICIAL USE ONLY~~

~~FOR OFFICIAL USE ONLY~~

PART IX

~~Registered Mail and Agency MAILING PROCEDURES~~

## EXHIBIT 1

SEE INSTRUCTIONS ON REVERSE SIDE.

**REQUEST FOR POSTAGE**

REQUIRED SERVICES		
<input type="checkbox"/> FIRST CLASS	<input type="checkbox"/> PARCEL POST	<input type="checkbox"/> OTHER (EXPLAIN FULLY)
<input checked="" type="checkbox"/> AIR MAIL	<input type="checkbox"/> FILM OR BOOK RATE	
<input type="checkbox"/> SPECIAL DELIVERY	<input type="checkbox"/> INSURED (VALUE _____)	
<input checked="" type="checkbox"/> REGISTERED	<input type="checkbox"/> SPECIAL HANDLING	
<input type="checkbox"/> RETURN RECEIPT*	<input type="checkbox"/> DELIVER TO ADDRESSEE ONLY*	

\*AVAILABLE ONLY ON REGISTERED AND INSURED MAIL

CENTRAL MAIL ONLY		
DISPATCHED		
DATE	TIME	CLERK

POSTAGE AFFIXED

ORIGINATING OFFICE  
 90-15 (Sender's ~~NAME~~ Name)  
 DATE 15 Nov 69 EXTENSION 5081 BY  
 FORM 7-62 239 Use previous editions

SAME SIZE AS SHOWN

~~FOR OFFICIAL USE ONLY~~